SAN FRANCISCO PUBLIC LIBRARY
3 1223 07006 1834

SAN FRANCISCO
CIVIL SERVICE COMMISSION

MEMORANDA re:
NON-CIVIL SERVICE APPOINTMENTS

1970-96

D
REF
352.63
Sa52mn
1970-1996

5/S

San Francisco Public Library

Government Information Center
San Francisco Public Library
100 Larkin Street, 5th Floor
San Francisco, CA 94102

REFERENCE BOOK

Not to be taken from the Library

CIVIL SERVICE COMMISSION OF SAN FRANCISCO
151 City Hall

RELEASE

April 30, 1970

TO: ALL APPOINTING OFFICERS
DEPARTMENTAL PERSONNEL OFFICERS

SUBJECT: CHANGE OF PROCEDURES - NON-CIVIL SERVICE EMERGENCY APPOINTMENT AUTHORIZATIONS.
I. PENDING RECEIPT OF FULLY APPROVED REQUISITION IN CERTIFICATION SECTION OF CIVIL SERVICE COMMISSION.
II. SUBSEQUENT TO RECEIPT OF FULLY APPROVED REQUISITION IN CERTIFICATION SECTION OF CIVIL SERVICE COMMISSION.
III. AS RELATED TO LIMITED TENURE APPOINTMENT PROCEDURES.

I. CHANGE OF PROCEDURES - NON-CIVIL SERVICE EMERGENCY APPOINTMENT AUTHORIZATIONS PENDING RECEIPT OF FULLY APPROVED REQUISITION IN CERTIFICATION SECTION OF CIVIL SERVICE COMMISSION.

The Annual Salary Ordinance, Section 1.1 and 1.2 states in part: ". . . provided that in order to prevent the stoppage of essential services, the Civil Service Commission, under its rules (Rule 24, Section 4), may authorize emergency appointment pending approval or disapproval of the requisition by the Mayor if funds are available to pay the compensation of such emergency appointee."

It has become routine practice for many departments to make non-civil service appointments against requisitions which at the time of such appointments have not been submitted to or approved by the Mayor, the Controller, or the office of the Civil Service Commission. The departments then validate such non-civil service emergency appointments by routinely submitting letters to the Civil Service Commission requesting backdated authorizations to cover the period of employment of the non-civil service appointee. Timerolls now regularly include an unduly large number of non-civil service emergency employees, and many such appointees are obviously not required for "essential service".

In order to provide a more orderly method of operation, and in order to correct the current situation involving the excessive number of non-civil service emergency appointments and requests for backdating oral authorizations, the following procedures are to be effected for the present and until further notice:

1. Authorization to make non-civil service emergency appointments PENDING APPROVAL OF THE REQUISITION, will henceforth be issued by the Mayor's Office. When required in order to prevent the stoppage of essential services, departments, other than the Board of Education, are to call the Mayor's Office, Extension 4751, to obtain oral authorization against requisitions which have not been fully approved and received by the Civil Service Commission Certification Section. (Procedures have been developed for the forwarding to and recording by the Civil Service Commission of authorizations issued by the Mayor's Office, so that no further request for authorization is required of the appointing officer.)

2. **Unless the appointing officer can state good reason for the necessity for an immediate non-civil service emergency appointment to maintain the continuity of an essential service, oral authorizations against requisitions pending full approval, will not be granted.** Appointing officers shall not make such non-civil service emergency appointments without first obtaining the required authorization.

3. Requests for the backdating of oral authorizations will not be approved. Appointing officers shall not effect non-civil service emergency appointments without prior authorization. If such appointment is required to be made outside of normal working hours, then the department must obtain authorization on the first normal business day following the appointment.

These new procedures will be effective beginning May 8, 1970. Non-civil service emergency appointments made prior to that date will be processed under procedures currently in effect.

II. CHANGE OF PROCEDURES - NON-CIVIL SERVICE EMERGENCY APPOINTMENT AUTHORIZATIONS SUBSEQUENT TO RECEIPT OF FULLY APPROVED REQUISITION IN CERTIFICATION SECTION OF CIVIL SERVICE COMMISSION.

A. Effective immediately, request for oral authorization to make a non-civil service emergency appointment against a fully approved requisition received by the Certification Section of the Civil Service Commission, will not be routinely granted by the Certification Section unless the appointing officer states good reason for the necessity for such appointment. Appointing officers are cautioned that non-civil service emergency appointments must not be made without such prior authorization, since requests for backdating will not be approved. If such appointments were necessarily made outside of normal working hours, then the department must obtain authorization on the first normal business day after the appointment.

B. When departments have prior knowledge of a vacancy, requisitions should be submitted in sufficient time in order to permit processing of the requisition by the effective date of the appointment. Appointing officers and departmental personnel officers are strongly urged to enforce compliance with such procedure. In this connection, consideration must also be given to the submission in sufficient time of temporary requisitions to be used for possible recertification purposes so that the requisition may be processed prior to the expiration date of the current certification.

III. CHANGE OF PROCEDURES - NON-CIVIL SERVICE EMERGENCY APPOINTMENT AUTHORIZATIONS AS RELATED TO LIMITED TENURE APPOINTMENT PROCEDURES.

A. Departmental Referrals Of All Current Entrance Non-Civil Service Appointees To The Limited Tenure Division, Room 160, City Hall.

In order to reduce the unwarranted number of non-civil service appointments, departments are instructed to refer to Room 160, City Hall, all current non-civil service entrance appointees working against temporary or permanent requisitions if they wish those appointees to be considered for limited tenure certification.

Referrals should be made starting immediately, through the period ending Friday, June 5, 1970. Departments are advised to check their records to determine the exact number of non-civil service entrance appointees, so that they may space their referrals to Room 160 accordingly over the period of time allowed. If no referral has been made by June 5, 1970, the limited tenure division will certify the best qualified applicant.

To accommodate the expected increase in the volume of applicants to be interviewed, the limited tenure staff will interview during the hours of 9:00 - 12:00 and 1:00 - 4:00 P.M. In order to expedite the flow of applicants, departments are advised to have their non-civil service entrance appointees complete the current green limited tenure application form before reporting to Room 160. (Obsolete limited tenure forms cannot be accepted. Please verify that the forms used have the current language on convictions and non-citizens' declaration of intent.)

All non-civil service referrals must present a departmental referral form. A standardized form is attached which is to be used for the referral of current non-civil service appointees as well as for the referral of any future non-civil service appointees. It will be necessary for departments to reproduce copies of the attached form.

B. Departmental Referrals Of New Non-Civil Service Emergency Appointees In Accordance With Section I or II Above.

In those cases where, under the new procedure provided above, oral authorization has been given to a department to maintain the continuity of an essential service, the new non-civil service appointee must be referred to Room 160 the day he starts work in order to submit the Departmental Referral Form and to complete the green limited tenure application. After being interviewed by the limited tenure staff, the non-civil service appointee will be instructed to return to his department for assignment to duty. (No limited tenure certification will be made at this time.) The exception to this procedure would be the non-civil service appointee working irregular hours or week-ends. Referral of such an appointee shall be made on the first business day after the start of work.

If the non-civil service appointee is qualified, he will be considered together with other qualified applicants. (There can be no guarantee that the NCS referral will be certified.) If the non-civil service appointee is not qualified for the entrance limited tenure appointment, the limited tenure division will certify a qualified applicant. If no non-civil service appointee is referred against a given requisition, the limited tenure division will certify someone from their files when the approved requisition is received in their office.

Digitized by the Internet Archive
in 2015

https://archive.org/details/memorandumnonciv1970sanf

For CSC Records

CIVIL SERVICE COMMISSION OF SAN FRANCISCO
160 City Hall

DEPARTMENTAL REFERRAL OF NON-CIVIL SERVICE EMERGENCY APPOINTEE FOR ENTRANCE LIMITED TENURE CERTIFICATION

Date

TO: CIVIL SERVICE COMMISSION
LIMITED TENURE DIVISION
ROOM 160 CITY HALL

FROM: Dept: _____
Division: _____
REFERRED BY: _____
Name Phone No.

INTRODUCING _____ TO BE CONSIDERED FOR
Applicant's Name

ENTRANCE LIMITED TENURE APPOINTMENT TO _____
Class No. Title

REQUISITION NUMBER T-_____ or P-_____

BACKGROUND ON APPLICANT: TO BE COMPLETED BY DEPARTMENT

1. NCS starting date on above position: Date _____
2. TOTAL NCS days worked for the City and County as of the date referred: _____
3. Request for recertification? (Indicate Yes or No) _____
4. If applicable, indicate City and County appointment status immediately prior to this NCS appointment:

   Class No: _____ CSC PERM. PLT TLT NCS

   (Circle Appropriate Answer)

REMARKS:

December 20, 1982

M E M O R A N D U M

To: All Appointing Officers
Departmental Personnel Officers
Personnel and Payroll Clerks

From: John J. Walsh
General Manager Personnel

Subject: Extension of Oral Authorizations Beyond December 31, 1982

From July 1, 1982 the Civil Service Commission issued Oral Authorizations with an ending date of December 31, 1982. Continuances of such OA's will be approved, but only for non-civil service employments for which 130 working days have not been completed.

Departments are reminded that limited tenure appointments should be made for non-civil service employees who have worked 90 days or more. In no case are non-civil service employments to go beyond the Charter limitation of 130 days.

CIVIL SERVICE COMMISSION

John J. Walsh
General Manager, Personnel

JJW/pl

[Releases Memorandum] October 18, 1991

DOCUMENTS DEPT.
SAN FRANCISCO
PUBLIC LIBRARY

TO: All Appointing Officers
Departmental Personnel Officers
Departmental Affirmative Action Officers

FROM: John J. Walsh
General Manager, Personnel
Civil Service Commission

SUBJECT: REQUESTS FOR ORAL AUTHORIZATIONS TO MAKE NON-CIVIL SERVICE APPOINTMENTS

PURPOSE

The purpose of this memorandum is to outline the policies and procedures for departmental appointing officers and personnel officers on non-civil service provisional hiring.

AUTHORITY

Non-civil service (NCS) provisional appointments, authorized by Charter Section 8.332, may be made according to the provisions of Civil Service Commission Rule 12, Section 12.04 and the policies and procedures established by the Commission and its staff. CSC Rule 12, Section 12.04 requires that non-civil service appointments be made based on a combination of factors including merit, affirmative action, and, if promotive, seniority.

SOURCE FOR APPLICANTS

The source for applicants to make an NCS appointment depends on the status of the civil service eligible list for the classification.

If there is an existing eligible list for a class in which an NCS appointment is to be made and eligibles are available, the selection must be made of someone on the list who is reasonably expected to be reachable in the next certification. Authorized department representatives may contact the Certification Unit at 554-4353 for names of available eligibles.

If an eligible list for a particular class has recently expired with remaining eligibles, the department may be asked to canvass the expired list to make an NCS appointment.

If an examination for the class has been announced, the individual who is selected for NCS appointment must have filed for and been qualified to participate in the examination. If any portion of the examination has been administered, the individual must also have successfully completed that portion of the examination. Departmental personnel officers are to contact personnel analysts in the CSC Examination Division or the decentralized units for names of qualified applicants.

If no candidates are available from the Examination Division, or if the eligible list for the class is either exhausted or expired and the examination has not been announced, the department must develop a recruitment and selection plan as well as target affirmative action goals. This may include recruiting from "next lower ranks," other departments, professional organizations, and minority or women's community groups.

REQUIREMENTS

If a department wishes to fill a vacancy in a class in which there is no candidate available from a civil service eligible list, or from a pool of applicants for an examination, the department is required to:

- develop and implement a recruitment and selection procedure to ensure that interested persons can apply; and,
- target the department's affirmative action goals in recruiting to fill the vacancy.

The department must take the following steps to comply with these requirements:

1. When there is a vacancy to be filled, departmental managers and supervisors must contact their departmental affirmative action officer for assistance in identifying affirmative action targets. Affirmative action targets will be consistent with the department's affirmative action goals, as specified by the department's affirmative action plan.

2. A job announcement, utilizing minimum qualifications from the most recent Civil Service examination announcement, must be issued.

3. Every effort must be made to notify potential departmental applicants via verbal notification and posting of announcements at departmental worksites.

   The department will conduct appropriate targeted recruitment activities. Resources available for the development of affirmative action recruitment strategies are the departmental affirmative action officer, the departmental personnel officer, and the Civil Service Commission Equal Employment Opportunity (EEO) Unit.

External affirmative action outreach and recruitment to other departments, jurisdictions, and the community, will be required for classes in which underrepresentation of one or more protected groups exists and an internal pool is inadequate to address the underrepresentation.

4. Job announcements shall be posted for a minimum of two weeks at department worksites and in places where persons with the requisite experience and skills are likely to see them.

5. The composition of the applicant pool shall be evaluated to determine if it is balanced by gender and race in comparison to the San Francisco available labor market. If the pool is significantly unbalanced, the department may be required to continue targeted outreach efforts and re-open the application process.

6. Job interviews shall be conducted by a panel (more than one person) whose composition has gender/racial diversity. All questions utilized by the panel shall be directly job-related. All documents (job announcements, applications, test questions, rating sheets, comments, etc.) related to the interview and selection process shall be retained in the department.

7. Affirmative action must be considered in each step of the selection process. The final selection must be based on a combination of factors including merit, affirmative action, and if promotive, seniority. In every case, an individual selected for NCS appointment must meet the minimum qualifications for the position. OA requests that do not meet these guidelines will not be granted.

   If the final decision does not result in an affirmative action selection, the department may be asked to describe how, relative to affirmative action concerns, other considerations factored into the ultimate selection.

Failure to Comply

All requests for authorization to make NCS appointments must follow the above procedure. If the procedure is not followed, the request will be rejected and referred to the Civil Service Commission for review.

OBTAINING AUTHORIZATION FOR NCS APPOINTMENTS

1. An oral authorization (OA) is the approval required to make a non-civil service appointment. Oral authorizations (OAs) are issued by the Civil Service Commission EEO Unit.

2. Managers and supervisors must be reminded that they are not authorized to make offers of employment until oral authorization (OA) has been approved by the Civil Service Commission EEO Unit. Departmental representatives incur legal liabilities on behalf of the City and County and may incur personal liability for making commitments of employment without prior Civil Service Commission approval.

3. Requests for OAs must be made by the departmental appointing officer, personnel officer, or an official designee. The EEO Unit maintains a listing of persons authorized to call for OAs. All other requests will be referred back to the department.

4. The staff of the EEO Unit will review each OA request to ensure that the selection was made on the basis of a combination of merit factors, affirmative action, and, if promotive, seniority (CSC Rule 12, Section 12.04). The department may be asked to submit for review all recruitment documentation, applications or resumes, selection devices and rating sheets, list of interviewers, etc.

For more information, contact Evelyn Hogan-Jackson, Director of Affirmative Action, or your departmental liaison in the Civil Service Commission EEO Unit at 554-4736.

CIVIL SERVICE COMMISSION

John J. Walsh
General Manager, Personnel

1477C

MEMORANDUM

DATE: August 28, 1992

TO: Appointing Officers
Departmental Personnel Officers
Civil Service Commission and Departmental Equal Employment Opportunity Staff

FROM: Albert C. Walker
General Manager, Personnel

SUBJECT: **Revision and Reissue of the Civil Service Commission Policy and Procedures for Making Non-Civil Service Provisional Appointments Establishment of the Civil Service Information Center**

Attached is a copy of a revised version of the Civil Service Commission's policy and procedure on non-civil service (NCS) provisional hiring. This policy, which was last issued on October 18, 1991, has been amended to include the requirement that notices of NCS provisional vacancies (the "job bulletin") be forwarded to the Civil Service Information Center (CSIC) and to the Civil Service Commission (CSC) Equal Employment Opportunity and Affirmative Action (EEO/AA) Division. All other requirements of the October 18, 1991 policy have been reconfirmed and remain in effect.

Job bulletins for NCS provisional openings must include the following additional distributions: two copies to the CSIC, First Floor Lobby, 44 Gough Street and one copy to the EEO/AA Division, Room 151 City Hall. One of the copies sent to the CSIC will be posted on a job posting board and the second will be placed in a binder at the CSIC Service Counter for the use of persons who cannot access the job posting board. Posting shall be for a minimum of ten (10) days excluding Saturdays, Sundays and Holidays. The copy sent to the EEO/AA Division will be used both to assist the department in its recruitment process and to confirm the posting requirement when the department calls for the oral authorization (OA) to authorize the NCS appointment.

When fully operational, the CSIC will be a central location where all City and County employees and members of the public will have access to all City and County job opportunities both provisional and permanent. The posting requirement will insure the broadest possible dissemination of the job availability to all persons and assist the department in its recruitment efforts. The posting of NCS job opportunities at the CSIC is one of the first steps toward completion of this Center. It is expected that the CSIC will be fully operational in early October. In addition to posting employment opportunities, the CSIC will be a resource center for all civil service information where employees and the public will have access to all employment-related documents such as the CSC Rules, the City and County Charter, the various Salary Standardization Ordinances, the Annual Salary Ordinance, class specifications, the various class indexes, etc.. In addition, all forms used directly by employees would be available such as Request for Leave, Additional Employment, Tuition Reimbursement, Transfer Requests, etc.

Requests for OAs to make NCS appointments will continue to be reviewed to ensure that selections were made based on a combination of factors including merit, affirmative action, and if promotive, seniority.

For more information, contact Evelyn Hogan-Jackson, Manager, CSC EEO/AA Division at 554-6959 or your departmental liaison in the CSC EEO/AA Division at 554-4736.

CIVIL SERVICE COMMISSION

Albert C. Walker
General Manager, Personnel

Attachment

MEMORANDUM

DOCUMENTS DEPT.
AUG 31 1992
SAN FRANCISCO

DATE: August 28, 1992

TO: Appointing Officers
Departmental Personnel Officers
Employee Organizations

FROM: Albert C. Walker
General Manager, Personnel

SUBJECT: **Policy and Procedures For Making Non-Civil Service Provisional Appointments**

PURPOSE

The purpose of this memorandum is to outline the policies and procedures for appointing officers to make non-civil service (NCS) provisional appointments. The policy and procedures in this memorandum supercede and replace the NCS policy and procedures memorandum issued on October 18, 1992.

AUTHORITY

NCS provisional appointments may be made under the authority of Civil Service Commission (CSC) Rule 12, Section 12.04, and Civil Service Commission Rule 12A, and the policies and procedures established by the Commission and its staff. CSC Rule 12, Section 12.04, requires that NCS appointments are made based on a combination of factors including merit, affirmative action, and, if promotive, seniority.

SOURCE OF APPLICANTS

The source for applicants to make an NCS appointment depends on the status of the civil service eligible list for the classification.

- If there is an existing eligible list for a class in which an NCS appointment is to be made and eligibles are available, the selection must be made of someone on the list who is reasonably expected to be reachable in the next certification. Authorized department representatives may contact the Certification Unit at 554-4352 for names of available eligibles.

- If an eligible list for a particular class has recently expired with remaining eligibles, the department may be asked to canvass the expired list to make an NCS appointment.

- If an examination for the class has been announced, the individual who is selected for NCS appointment must have filed for and been qualified to participate in the examination. If any portion of the examination has been administered the individual must also have successfully completed that portion of the examination. Departmental officials are to contact the appropriate personnel analyst in the CSC Recruitment and Selection Division or the decentralized units for names of qualified applicants.

- If no candidates are available from the Recruitment and Selection Division, or if the eligible list for the class is either exhausted or expired and the examination has not been announced, the department must develop a recruitment and selection plan as well as target affirmative action goals. This may include recruiting from "next lower ranks," other departments, professional organizations, and minority or women's community groups.

REQUIREMENTS

If a department wishes to fill a vacancy in a class for which there is no candidate from a civil service eligible list or from a pool of applicants for an examination, the department is required to:

- develop and implement a recruitment and selection plan to ensure that interested persons can apply. This plan must include preparation of a job bulletin and sending copies of that job bulletin to the CSC Equal Employment Opportunity and Affirmative Action (EEO/AA) Division, Room 151 City Hall and the Civil Service Information Center (CSIC), First Floor Lobby, 44 Gough Street.

- target the department's affirmative action goals in recruiting to fill the vacancy; and

The department must take the following steps to comply with these requirements.

1. When there is a vacancy to be filled, departmental managers and supervisors must contact the departmental affirmative action officer for assistance in identifying affirmative action targets. Affirmative action targets shall be consistent with the department's affirmative action goals, as specified by the department's affirmative action plan.

2. A job bulletin utilizing minimum qualifications from the most recent Civil Service examination announcement must be issued. Two (2) copies of the job bulletin must be forwarded to the CSIC for posting and public viewing, and one copy must be forwarded to the CSC EEO/AA Division.

3. Every effort must be made to notify potential departmental applicants via verbal notification and posting of the job bulletins at departmental work sites.

   The department will conduct appropriate targeted recruitment activities. Resources available for a department for affirmative action recruitment strategies are the departmental equal employment opportunity program, the departmental personnel officer, and the CSC EEO/AA Division.

   Additional affirmative action outreach and recruitment to other departments, jurisdictions, and the community will be required for classes in which underrepresentation of one or more protected groups exists and an internal pool is inadequate to address the underrepresentation.

4. Job bulletins shall be posted at the CSIC for a minimum of ten (10) days excluding Saturdays, Sundays and holidays, at departmental work sites and other locations where persons with the requisite experience and skills are likely to see them.

5. The composition of the applicant pool shall be evaluated to determine if it is balanced by gender and race in comparison to the San Francisco available labor market. If the pool is significantly unbalanced, the department may be required to continue targeted outreach efforts and to re-open the application process.

6. Job interviews shall be conducted by a panel (more than one person) whose composition has gender/racial diversity. All questions utilized by the panel shall be directly job-related. All documents (job bulletins, applications, test questions, rating sheets, comments, etc.) related to the interview and selection process shall be retained in the department.

7. Affirmative action must be considered at each step of the selection process. The final selection must be based on a combination of factors including merit, affirmative action, and if promotive, seniority. In every case, an individual selected for NCS appointment must meet the minimum qualifications for the position. Authorization from the Civil Service Commission in the form of the Oral Authorization number (OA) for requests that do not meet these guidelines will not be granted.

   If the final decision does not result in an affirmative action selection, the department may be asked to describe how, relative to affirmative action concerns, other considerations factored into the ultimate selection.

CONTENT AND FORMAT OF JOB BULLETIN

Job bulletins for NCS openings are to be prepared as follows:

1. Typed on one side of one page and include sufficient information for interested individuals to apply or to contact the department without further explanations from CSC staff. If information must exceed one page, applicants are to contact the department for the full job description.

2. The job bulletins shall contain the following information:

   - Name of department and division or unit or work location;
   - Class number and title, and working title if applicable;
   - Description of the position;
   - Qualifications (as described in most recent civil service examination announcement);
   - Additional or desirable knowledges, skills, abilities or other characteristics;
   - Salary;
   - Expected duration of the NCS provisional appointment;
   - Application deadline and procedures (the job bulletin will be removed from the job posting board at the CSIC after the deadline date);
   - Telephone number for individuals to call for more information;
   - The following statements:

"Minorities, Women and Persons with Disabilities are Encouraged to Apply"
"An Equal Opportunity Employer"

3. Two (2) copies of the job bulletin must be submitted to the CSIC, First Floor Lobby, 44 Gough Street and one (1) copy to the EEO/AA Division, Room 151 City Hall. OAs will not be granted if these three copies are not distributed. This requirement does not exempt the department from other recruitment activities to further affirmative action goals.

Attached is a sample announcement for a NCS opening.

OBTAINING AUTHORIZATION FOR NCS APPOINTMENTS

1. An OA is the approval required to make a NCS provisional appointment. OAs are issued by the CSC EEO/AA Division.

2. Managers and supervisors must be reminded that they are not authorized to make offers of employment until an OA has been approved by the CSC EEO/AA Division. Departmental representatives incur legal liabilities for making commitments of employment without prior CSC approval.

3. Requests for OAs must be made by the departmental appointing officer, personnel officer, or an official designee. The EEO/AA Division maintains a listing of persons authorized to call for OAs. All other requests will be referred back to the department.

4. The staff of the EEO/AA Division will review each OA request to ensure that the vacancy was posted at the CSIC as required, and that the selection was made on the basis of a combination of merit factors, affirmative action, and, if promotive, seniority (CSC Rule 12, Section 12.04). The department may be asked to submit for review all recruitment documentation, applications or resumes, selection devices, rating sheets, list of interviewers, etc.

5. All OA requests must conform to this policy and these procedures. If the procedures are not followed, the request will be rejected.

EXCEPTIONS

Exceptions to the above policy and procedures are not contemplated except in rare instances of emergency or other extenuating circumstances or in other situations consistent with established CSC policy. In all cases, a request for exception must be expressly approved by the General Manager, Personnel.

- - - - - - - -

For more information, contact Evelyn Hogan-Jackson, Manager, CSC EEO/AA Division, or your departmental liaison in the CSC EEO/AA Division at 554-4736.

CIVIL SERVICE COMMISSION

Albert C. Walker
General Manager, Personnel

Attachment

SAMPLE

City and County of San Francisco **Department of Social Services**

EMPLOYMENT OPPORTUNITY
Provisional (NCS) Appointment

Julia I. Lopez
General Manager

Claude E. Finn
Deputy General Manager

Assistant General Managers
Ann O'Rielly
Rose Lou Randolph
John R. Vera

CLASS AND TITLE: Class A627 Training Specialist

DIVISION: Staff Development

SALARY: $1273 - 1543 Bi- weekly

APPOINTMENT TYPE: Provisional (temporary) appointment. The temporary appointee to this position must participate in the Civil Service examination for this classification in order to be considered for permanent appointment.

Duties include:

1. Performing generic training duties, coordinating, designing and implementing all staff in-service training programs and backing-up other Staff Development trainers at all other income maintenance programs;
2. Planning, preparing, developing, and presenting classroom raining and workshops on selected topics for Induction and In-Service training for income maintenance programs; administering and correcting required examinations; evaluating training effectiveness;
3. Conducting training, including supervising trainees in an on-the-job training module; performing quality control tasks concerning trainees' casework production (e.g., approving on-line entries, approving intakes/reinvestigations, reviewing outgoing worker to client correspondence, etc.);
4. Maintaining records and writing reports, including drafting performance evaluations; conferencing with trainees about their performance appraisals; making recommendations about suitability for assignment to Program and
5. Providing technical assistance to program administrative and line staff regarding program policies and procedures and serving as a consultant and resource person.

Minimum Qualifications: Interested applicants must be current CSC Class 2905 Senior Eligibility Workers or Class 2910 Social Workers who have previous County welfare experience in income maintenance programs.

Notes: Depending on the number of applicants, the Department reserves the right to establish and implement additional screening mechanisms that comparatively evaluates the qualifications of each candidate. In cases where this becomes necessary, only those applicants most closely meeting the experiential and educational needs of the Department will be invited to the interview.Applicants meeting the minimum requirements are not guaranteed advancement to the interview.

To Apply:
Please send a San Francisco Civil Service Commission application to Josie McFarlane, SFDSS, 170 Otis St., 5th Floor, San Francisco, CA. 94103.

Filing Deadline: Friday, April 28, 1992

MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY
an Equal Opportunity Employer

issued: 04/15/92

SAMPLE

(415) 557-5000 P.O. Box 7988 San Francisco, California 94120

MEMORANDUM

No. 93-29

DOCUMENTS DEPT.
JUL 23 1993
SAN FRANCISCO
PUBLIC LIBRARY

DATE: June 4, 1993

TO: Appointing Officers
Personnel Officers
Employee Organizations

FROM: Wendell L. Pryor
General Manager, Personnel

SUBJECT: TEMPORARY SUSPENSION OF CERTIFICATIONS AND NON-CIVIL SERVICE APPOINTMENTS

Due to the large number of layoff notices which have been received by the Civil Service Commission and the many additional layoff notices that are anticipated, effective immediately I am directing the staff of the Civil Service Commission to withhold the issuance of certifications and approval of non-civil service appointments (Oral Authorizations) until further notice. Limited tenure (LT) appointments for employees who have reached the maximum hours as non-civil service (NCS) employees and reassignments will be permitted subject to the availability of approved requisitions and compliance with Civil Service policies.

The purpose of this temporary suspension is to allow the Civil Service Commission's Layoff Processing Team to identify and make referrals to vacancies in classes where employees have been laid off and have reemployment rights.

The Layoff Processing Team will be reporting to me on a daily basis as to the status of layoffs. When we have a clearer picture of layoffs in all departments, this suspension will be removed. In the meantime, departments may have special or emergency needs for exceptions to this directive. Requests for exceptions to this temporary suspension of certifications and appointments will be reviewed on a case-by-case basis. For more information or to make requests for exceptions, please contact Kathy Mallegni at 557-4929 or 554-4749.

Departments are advised to carefully consider whether to complete outstanding certifications and pending appointments given the possibility of displacements as results of layoffs. Departments will be permitted to cancel certifications by directing such requests to Kathy Mallegni.

I am sure that you can appreciate the position that the Civil Service Commission must take at this time in order to allow employees who have been laid off to fully exercise their rights for reemployment.

CIVIL SERVICE COMMISSION

Wendell L. Pryor
General Manager, Personnel

cc: The Honorable Frank Jordan, Mayor
Ed Harrington
Teresa Serata

MEMORANDUM

No. 93-40

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

Date: September 1, 1993

To: Appointing Officers
Personnel Officers
Employee Organizations

DOCUMENTS DEPT
SEP 8 - 1993
SAN FRANCISCO
PUBLIC LIBRARY

From: Wendell L. Pryor
General Manager, Personnel

SUBJECT: NOTICE TO DISCONTINUE TEMPORARY SUSPENSION OF CERTIFICATIONS AND NON-CIVIL SERVICE APPOINTMENTS

On June 4, 1993, I issued a memorandum directing Civil Service Commission staff to withhold, until further notice, the issuance of certifications and approval of non-civil service appointments due to the large number of layoffs that were anticipated.

Since June, 1993, the Civil Service Commission's Layoff Processing Team has received and processed over one thousand layoff notices. For now, the budget for the fiscal year has been completed, and layoff activity has decreased. Therefore, the temporary suspension of certifications and non-civil service appointments can be discontinued.

Effective immediately, departments may request oral authorization for non-civil service appointments by contacting the Civil Service Commission Equal Employment Opportunity and Affirmative Action (EEO/AA) Division at 554-4736.

Beginning Monday, September 13, 1993, the Civil Service Commission Certification Unit will begin to issue certifications to eligibles for approved personnel requisitions. Departments are advised to review their logs of approved requisitions. If it is determined that a requisition is no longer needed, or needs to be amended, submit a Requisition Modification form to request the cancellation or modification of the requisition. For more information, contact Kathy Mallegni at 554-4749.

The Civil Service Commission EEO/AA Division and the Certification Unit will both continue to check holdover rosters for the availability of laid off employees who have reemployment rights in a class before approving non-civil service appointments or issuing certifications to eligibles from civil service lists in the class.

I appreciate your cooperation on these matters over the past few months.

CIVIL SERVICE COMMISSION

Wendell L. Pryor
General Manager, Personnel

cc: The Honorable Frank Jordan, Mayor
Ed Harrington
Teresa Serata

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

Releases +

MEMORANDUM

No. 93-49

DOCUMENTS DEPT.
DEC 6 - 1993
SAN FRANCISCO
PUBLIC LIBRARY

DATE: December 3, 1993

TO: Appointing Officers
Departmental Personnel Officers
Employee Organizations

FROM: Wendell L. Pryor
General Manager, Personnel
Civil Service Commission

SUBJECT: Policies and Procedures for Making Provisional Appointments

PURPOSE

On September 20, 1993, the Civil Service Commission amended its rules eliminating limited tenure (LT) and non-civil service (NCS) appointments and establishing authority for provisional appointments for classifications represented by all employee organizations except the Transport Workers Union (TWU) Locals 200 and 250A and organizations representing the uniformed members of the Police and Fire Departments.

The purpose of this memorandum is to outline the policies and procedures for appointing officers to make provisional appointments. The policies and procedures in this memorandum supercede and replace previous memoranda issued on NCS policies and procedures. These policies and procedures shall also apply to non-civil service appointments in classifications excepted from these rule changes as described in the above paragraph.

AUTHORITY

In the absence of available civil service eligibles, provisional appointments may be made under the authority of Civil Service Commission (CSC) Rule 12, Section 12.04, and the policies and procedures established by the Commission and its staff.

POLICIES

CSC Rule 12, Section 12.04, requires that provisional appointments be made based on a combination of factors including merit, affirmative action, and if promotive, consideration of performance appraisal ratings and seniority.

If a department wishes to fill a vacancy in a class for which there is no candidate from a civil service eligible list or from a pool of applicants for an examination, the department is required to take appropriate steps to ensure that there is equal employment opportunity for interested individuals to apply and compete for the vacancy.

The department must target the department's affirmative action goals as specified by the department's affirmative action plan in recruiting to fill the vacancy.

The individual selected for provisional appointment must meet the minimum qualifications for the position, as indicated on the most recent civil service examination announcement for the classification.

SOURCE OF APPLICANTS

The source for applicants to make a provisional appointment depends on the status of the civil service eligible list or examination for the classification.

- If there is an existing eligible list for a class in which a provisional appointment is to be made and eligibles are available, the department must select an eligible on the list who is reasonably expected to be reachable in the next certification. Authorized department representatives may request the names of available eligibles by writing to the Certification Unit, Room 52E City Hall.

- If an eligible list for a particular class has recently expired with remaining eligibles, the department may be asked to canvass the expired list to make a provisional appointment.

- If an examination for the class has been announced, the department must select for provisional appointment an individual who has filed for and has been determined to be qualified to participate in the examination. If any portion of the examination has been administered, the individual must also have successfully completed that part of the examination. Department officials are to contact the appropriate personnel analyst in the CSC Recruitment and Selection Division or the decentralized units for names of qualified applicants.

- If no candidates are available in the examination pool from the Recruitment and Selection Division, or if the eligible list for the class is either exhausted or expired and the examination has not yet been announced, the department must first contact the Recruitment and Selection Division to determine whether an examination can be conducted within a reasonable period of time.

  If an examination is not scheduled, and the department needs to fill the position, the department must develop a recruitment and selection plan as well as target affirmative action goals. This may include recruiting from "next lower ranks," other departments, professional organizations, and minority or women's community groups.

Whichever source the department uses for applicants, the provisional appointment must be made based on merit and affirmative action factors, and if promotive, based also on consideration of performance appraisal ratings and seniority.

REQUIREMENTS

To make a provisional appointment, the department must take the following steps.

1. When there is a vacancy to be filled, departmental managers and supervisors must contact the departmental affirmative action officer for assistance in identifying affirmative action targets. Affirmative action targets shall be consistent with the department's affirmative action goals, as specified by the department's affirmative action plan.

2. The department must develop and implement a recruitment and selection plan to ensure that interested persons can apply. The plan must also address the department's affirmative action targets.

3. A job bulletin utilizing minimum qualifications from the most recent civil service examination announcement must be issued. Two copies of the job bulletin must be forwarded to the Civil Service Information Center (CSIC) located at 44 Gough Street for posting and public viewing, and one copy must be forwarded to the CSC EEO/AA Division at 151 City Hall.

4. Every effort must be made to notify potential departmental applicants via verbal notification and posting of the job bulletins at departmental work sites.

   The department must conduct appropriate targeted recruitment activities. Resources for affirmative action recruitment strategies are available from the departmental equal employment opportunity program, the departmental affirmative action and personnel officers, and the CSC EEO/AA Division.

   Additional affirmative action outreach and recruitment to other departments, jurisdictions, and the community will be required for classes in which underrepresentation of one or more protected groups exists and an internal pool is inadequate to address the underrepresentation.

5. Job bulletins shall be posted at the CSIC for a minimum of ten (10) days excluding Saturdays, Sundays and holidays, at departmental work sites and other locations where persons with the requisite experience and skills are likely to see them.

6. The composition of the applicant pool shall be evaluated to determine if it is balanced by gender and race in comparison to the San Francisco available labor market and if it addresses affirmative action needs. If the pool is significantly unbalanced, the department may be required to continue targeted outreach efforts and to re-open the application process.

7. Job interviews shall be conducted by panel (more than one person) whose composition has gender and racial diversity. All questions utilized by the panel shall be directly job-related. All documents (job bulletins, applications, test questions, rating sheets, comments, etc.) related to the interview and selection process shall be retained in the department.

8. Affirmative action must be considered at each step of the selection process. The final selection must be based on a combination of factors including merit, affirmative action, and if promotive, consideration of performance appraisal ratings and seniority.

If the final decisions does not result in an affirmative action selection, the department may be asked to describe how, relative to affirmative action concerns, other considerations factored into the ultimate selection.

CONTENT AND FORMAT OF JOB BULLETIN

Job bulletins for provisional openings are to be prepared as follows:

1. Typed on one side of one page and include sufficient information for interested individuals to apply or to contact the department without further explanations from CSC staff. If information must exceed one page, include information on page one so that applicants can contact the department for the full job description.

2. The job bulletins shall contain the following information:

   - Name of department and division or unit or work location;
   - Class number and title, and working title if applicable;
   - Description of the position;
   - Qualifications (as described in most recent civil service examination announcement);
   - Additional or desirable knowledges, skills, abilities or other characteristics;
   - Salary;
   - Expected duration of the provisional appointment;
   - Application procedures and deadline (the job bulletin will be removed from the job posting board at the CSIC after the deadline date);
   - Telephone number for individuals to call for more information;
   - The following statements: "Minorities, Women and Persons with Disabilities are Encouraged to Apply"; "An Equal Opportunity Employer"

3. Two (2) copies of the job bulletin must be submitted to the CSIC, First Floor Lobby, 44 Gough Street and one (1) copy to the EEO/AA Division, Room 151 City Hall. This requirement does not exempt the department from other recruitment activities to further affirmative action goals.

OBTAINING AUTHORIZATION FOR PROVISIONAL APPOINTMENTS

1. An Oral Authorization (OA) is the approval required to make a provisional appointment. OAs are issued by the CSC EEO/AA Division.

2. Managers and supervisors must be reminded that they are not authorized to make offers of employment until an OA has been approved by the CSC EEO/AA Division. Departmental representatives incur legal liabilities for making commitments of employment without prior CSC approval.

3. Requests for OAs must be made by the departmental appointing officer, personnel officer, or an official designee. The EEO/AA Division maintains a listing of persons authorized to call for OAs. All other requests will be referred back to the department.

4. The staff of the EEO/AA Division will review each OA request to ensure that the vacancy was posted at the CSIC as required, and that the selection was made on the basis of a combination of merit factors, affirmative action, and, if promotive, consideration of performance appraisal ratings and seniority (CSC Rule 12, Section 12.04). The department may be asked to submit for review all recruitment documentation, applications or resumes, selection devices, rating sheets, list of interviewers, etc.

5. All OA requests must conform to these policies and these procedures. If the procedures are not followed, the request for authorization will not be approved.

PROCESSING PROVISIONAL APPOINTMENTS

As indicated in memorandum 93-48 dated November 22, 1993 to each department, when Oral Authorization for provisional appointment has been approved, a Notice to Provisional Appointee (CSC 6-19) must be completed and signed by the appointee. A copy of the Notice must be retained in the employee's personnel folder. Each time the provisional appointment is extended, a new Notice must be completed.

Additional procedures for processing of provisional employees, such as fingerprinting and medical examination, are covered in the Policies and Procedures Manual.

Authorization for provisional appointment may be made for a maximum duration not to exceed six months. The authorization may be extended by the General Manager, Personnel for additional six month periods, provided that the Personnel Requisition remains valid.

As-needed employments may be approved for a duration not to exceed 1040 working hours in any calendar year. As-needed employees who work the maximum number of allowable hours during the first six months of the calendar year will not have their employment extended beyond June 30, 1994.

Non-civil service and limited tenure appointments in classes not represented by TWU Locals 200 and 250A and uniformed members of the Police and Fire departments made between December 3, 1993 and December 31, 1993 will automatically be transitioned to provisional status on January 1, 1994 and extended to June 30, 1994 unless the department requests otherwise. NCS and LT appointments in classes that are represented by TWU Locals 200 and 250A and uniformed members of the Police and Fire departments will also be extended in their current status until June 30, 1994 unless otherwise requested.

For more information, contact Evelyn Hogan-Jackson, Manager, CSC EEO/AA Division, or your departmental liaison in the CSC EEO/AA Division at 554-4736.

CIVIL SERVICE COMMISSION

Wendell L. Pryor
General Manager, Personnel

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
FEB 14 1994
SAN FRANCISCO
PUBLIC LIBRARY

EMI R. UYEHARA, PRESIDENT
JUAN RIOS VICE PRESIDENT
KAREN CLOPTON COMMISSIONER
GEORGE KOSTUROS COMMISSIONER
A. LEE MUNSON COMMISSIONER
ALBERT C. WALKER EXECUTIVE OFFICER

MEMORANDUM

CSC No. 94-3

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

DATE: February 11, 1994

TO: Appointing Officers
Personnel Officers

FROM: Albert C. Walker
Executive Officer

SUBJECT: **APPROVAL REQUIREMENT FOR THE APPOINTMENT AND SEPARATION OF PROVISIONAL AND TEMPORARY EMPLOYEES**

Charter Section 3.501 requires approval of appointments and separations of "temporary and non-civil service" employees by the Chief Administrative Officer, or by the board or commission in charge of a department. Some of you have asked whether recent changes to the Civil Service Commission Rules alter this requirement. The answer to this question is: NO.

Until January 1, 1994, there were two types of provisional appointments: limited tenure (LT) and non-civil service (NCS). Due to Civil Service Commission Rules changes effective on January 1, 1994, these two statuses were consolidated into one type: "provisional." No change to the term "temporary" was made. Despite the change in nomenclature, the approval process for provisional appointments and separations contemplated by Charter Section 3.501 remains the same.

CIVIL SERVICE COMMISSION

Albert C. Walker
Executive Officer

(3470B)

SF
C65
#20
6/5/96

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MEMORANDUM
CSC No. 96-08

DOCUMENTS DEPT.
JUN 07 1996
SAN FRANCISCO
PUBLIC LIBRARY

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Date: June 5, 1996

To: Department Heads
Personnel Officers
Departmental Personnel Representatives

From: Albert C. Walker
Executive Officer

SUBJECT: **Appointments Exempt from Civil Service Under the 1996 Charter**

Section 10.104 of the 1996 Charter (Attachment A) provides that all employments in the City and County government will be filled through the civil service selection process except those that it specifically excludes from these selection procedures.

Section 10.104 contains 19 categories of exempt appointments trifurcated as follows:

Group 1: Charter Sections 10.104-1 through 10.104-12
Group 2: Charter Sections 10.104-13 through 10.104-15
Group 3: Charter Sections 10.104-16 through 10.104-19

Group 1 has 12 categories of exemptions ranging from new authorizations (e.g., "all supervisory and policy-level positions within the office of the Mayor and the office of the City Administrator") to the continuation of many of the exemptions authorized by the 1932 Charter (e.g., Commission secretaries; department heads; members of boards and commissions; et al.)

Group 2 has three categories of exemptions all continuing those allowed under the 1932 Charter (e.g., attorneys; most physicians and dentists; Retirement System actuary; Assistant Sheriff; at al.)

Group 3 relates to part-time, seasonal, temporary, substitute, and disabled exemptions and is a blend of both old and new exemptions with, in some cases, modifications to the 1932 Charter authorization.

Group 1 (Charter Sections 10.104-1 thru 10.104-12)

The Civil Service Commission has previously processed the Group 1 exceptions by taking two actions. First, the Commission adopted a proposed Rules change on May 6, 1996 which added Article VII - Exempt Appointment, to Civil Service Commission Rule 14 - Appointments. This Rules change added Section 14.45 - Exclusions from Civil Service Appointment, to the Rules which contains a comprehensive definition of exempt appointment. This Rules amendment is effective on July 1, 1996. A Rules change amendment will be issued later this month.

Second, the Commission posted a proposed amendment to Civil Service Commission Rule 14 - Appointments, Article VII - Exempt Appointment, adding new Section 14.46 - Charter Limit on Certain Categories of Exempt Appointments. This proposed amendment would implement the Charter authorization for exceeding the Charter-imposed limitation on the number of positions to be exempted in the Group I categories.

Veterans Building · 401 Van Ness Avenue, Room 304 · San Francisco, CA 94102-4531 · (415) 554-4747

The Commission ordered that this proposed amendment be forwarded to the Department of Human Resources - Employee Relations Division for circulation to employee organizations for meet and confer. Meet and confer on this proposed amendment commences on June 11, 1996. This Rules change is also subject to approval of the Board of Supervisors.

Group 2 (Charter Sections 10.104-13 thru 10.104-15

This group of authorizations for exempt appointment requires no action by the Civil Service Commission.

Group 3 (Charter Sections 10.104-16 thru 10.104-19)

At its meeting of June 3, 1996, the Civil Service Commission considered the implementation of the four categories in the Group 3 exemptions. It was the decision of the Civil Service Commission that the Group 3 exemptions be implemented in two ways.

First, the exemptions authorized by Charter Section 10.104-19 relating to the employment of persons who are severely disabled is carried forward from existing Charter Section 8.300. This Charter section was implemented through Civil Service Commission Rule 15 - Exempt Employment of Individuals Who are Severely Disabled. As this Rule remains in effect and is operative, no further action is required by the Civil Service Commission to effect Charter Section 10.104-19. Commission staff will be reissuing certain pages of Rule 15 so that the Rule references the appropriate section of the new Charter.

Second, on June 3, 1996 the Civil Service Commission established and adopted Procedures and Guidelines to implement the three remaining categories of the Group 3 exemptions (Charter Sections 10.104-16; 10.104-17; and 10.104-18). A copy of the Procedures and Guidelines is attached (Attachment B).

The Human Resources Director may act on departmental written requests for these types of exemptions. The Procedures and Guidelines requires the Human Resources Director to issue instructions to the departments to provide for the expeditious processing of departmental requests for Group 3 exemptions. All decisions of the Human Resources Director are appealable to the Civil Service Commission. In addition, the Human Resources Director must provide the Civil Service Commission with a written monthly report on all transactions processed under the Procedures and Guidelines.

Please call me at 554-4747, if there are questions about these Procedures and Guidelines. Instructions from the Human Resources Director for requesting Group 3 exemptions will follow shortly.

CIVIL SERVICE COMMISSION

ALBERT C. WALKER
Executive Officer

Sec. 10.104. EXCLUSIONS FROM CIVIL SERVICE APPOINTMENT.

All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority:

1. All supervisory and policy-level positions within the office of the Mayor and the office of the City Administrator;

2. All elected officers of the City and County and their chief deputies or chief assistants;

3. All members of commissions, boards and advisory committees;

4. Not more than one commission secretary for each commission or board;

5. All heads of agencies and departments, unless otherwise provided for herein;

6. All non-uniformed deputy heads of departments;

7. All uniformed deputy heads of departments, police commanders and Fire Chief's aides;

8. Not more than one confidential secretary and executive assistant in each department and agency;

9. The Clerk of the Board of Supervisors, legislative analyst and assistants to the members of the Board of Supervisors;

10. All paraprofessional aides of the Unified School District and teaching instructional aides of the Community College District;

11. Persons employed in positions outside the City and County upon construction work being performed by the City and County when such positions are exempted from the classified civil service by an order of the civil service commission;

12. Persons employed in positions in any department for expert professional temporary services, when such positions are exempted from said classified civil service for a specified period of said temporary service by order of the civil service commission.

The proportion of full-time employees in the above exempt categories to the total number of civil service employees of the City and County shall not be greater than such proportion as existed on July 1, 1994, unless modified by Civil Service Commission rule, approved by the Board of Supervisors.

13. All attorneys, including an attorney to the Sheriff and an attorney for the Tax Collector, City Attorney's and District Attorney's investigators, hospital chief administrators, physicians and dentists serving in their professional capacity (except those physicians and dentists whose duties are significantly administrative or supervisory);

2. The Human Resources Director may approve an appointment in increments of up to 1040 hours (six months); however, the appointment shall not exceed a maximum duration of 4160 hours; or a total of four six-months increments;

3. All appointees shall possess the minimum requirements for the class as established by the last examination announcement for the class;

4. The Human Resources Director shall certify that it is not practicable to fill the position or positions for which exemption is requested from a regular civil service eligible list;

5. A permanent holdover may displace an appointee occupying a position exempted under this section;

6. An appointment authorized under this section may be either "permanent exempt" or "temporary exempt;"

7. Commencing with the Civil Service Commission meeting of August 19, 1996 for transactions processed through July 31, 1997, the Human Resources Director shall report to the Civil Service Commission in writing on a monthly basis detailing the appointments authorized under this section.

C. Special Project Exemption (Charter Section 10.104-18)

1. An appointment authorized for exemption under this section must be to a position created for or dedicated to a special project or for professional services;

2. Funding for appointments authorized under this section shall be for a limited term, e.g., a grant or a "one-time only" appropriation for a specific or special purpose;

3. All appointees shall possess the minimum requirements for the class as established by the last examination announcement for the class;

4. The Human Resources Director shall certify that it is not practicable to fill the position or positions for which exemption is requested from a civil service eligible list;

5. A position once exempted under this section shall not be offered to eligibles or holdovers;

6. Appointments authorized under this section may be either "permanent exempt" or "temporary exempt;"

7. The Human Resources Director shall report to the Civil Service Commission in writing on a monthly basis detailing all appointments authorized under this section.